

# How to Register for a Course on TRAIN

Welcome to the Kentucky Employees' Health Plan e-Learning HIPAA Training Program.

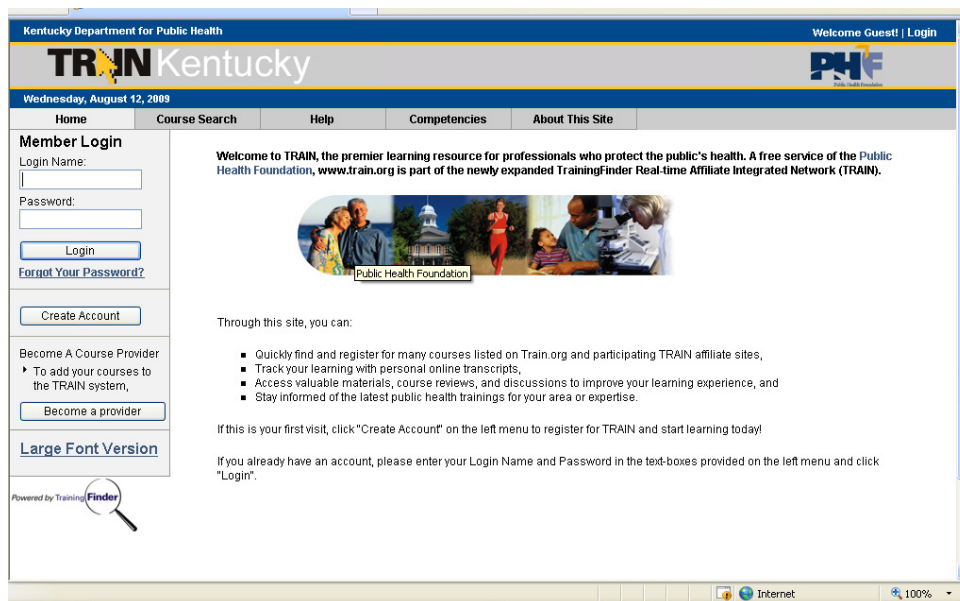
If you already have a TRAIN account and have participated in a TRAIN course you may log into your TRAIN account and use this course code information:

## Kentucky Employees' Health Plan HIPAA Training Module - 1019274

If you are new to TRAIN then please follow the instructions "**How to Register Initially in TRAIN**" listed below.

### How to Register Initially in TRAIN

- Type "[ky.train.org](http://ky.train.org)" into the address field of your browser to get to the KY TRAIN site. (Remove the http:// and/or www)
- Click on "Create Account" which appears underneath the login on the left hand side of the screen. (Do this only once.) If login name or password has been misplaced, contact Hardin Stevens at 502-564-4990 x 3639 or by email at: [hardin.stevens@ky.gov](mailto:hardin.stevens@ky.gov).



- Agree to the TRAIN Policies.

Kentucky Department for Public Health

Welcome Guest! | Login

# TRAIN Kentucky

Wednesday, August 12, 2009

Home Course Search Help Competencies About This Site

Please read the following TRAIN policies carefully. If you agree to these policies, check the box below to continue with the registration.  
Note: You must agree to these policies to be able to access the TRAIN website.

**TRAIN Policies**

- I. General Policies and Liability Terms
- II. Confidentiality Statement
- III. Learner Rights and Responsibilities
- IV. Course Provider Rights and Responsibilities
- V. Definitions

☒ I agree to these TRAIN policies \*

Next Cancel

© PHF 2003-2009 - Confidentiality Statement

- Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (\*). Do not hit the "Back" button at any time during the registration process.

Home Course Search Help Competencies About This Site

**Required Fields:**

Login Name: \*

Password: \*

Confirm Password: \*

First Name: \*

Last Name: \*

Title: \*

Telephone (daytime): \*  
Example: (777)777-7777

Email: \*

Confirm Email: \*

Organization name: \*

Department / Division: \*

Address 1: \*

City / Township / Town: \*

Zip code / Postal code: \*

Country: \*  
United States

State / Territory: \*  
-- Select --

County: \*

**Optional Fields:**

Middle Name:

Telephone (evening):

Daytime Extension:

Pager:

Fax:

Mobile:

Bureau / Section:

Address 2:

☐ I would like to receive notifications about the site updates by email.

Please choose your secret question and provide a ONE WORD answer. You will be asked this question if you forget your password:

- Answer the secret question at the bottom of the page with an easy-to-remember, one-word answer. In the event that you forget your password, this question will be posed as a security measure during the password retrieval process. Click "Next" when finished.

- On the resulting page, you will be asked to provide your location, job role and additional professional information. There are limited choices here that apply mostly to the healthcare industry. This is not a critical field so select "Other Health Care Provider" if you do not see another selection that applies to you.

Kentucky Department for Public Health

Welcome Guest! | Login

**TRIN** Kentucky

Wednesday, August 12, 2009

Home Course Search Help Competencies About This Site

Please select from the dropdown menus below your location, agency and/or job role as appropriate.

Franklin

Back Next

Select Organization or Worksite

Select Organization or Worksite

Emergency Management

Hospital

Other Health Care Provider

Public Health

Volunteer Agencies

© PHF 2003-2009 - Confidentiality Statement

- MRC Member – Leave this unchecked unless you are a member and Click "Next".

Kentucky Department for Public Health

Welcome Guest! | Login

**TRIN** Kentucky

Wednesday, August 12, 2009

Home Course Search Help Competencies About This Site

Are you a member of the Medical Reserve Corps (MRC)?

☐ Yes

☒ No

Back Next

© PHF 2003-2009 - Confidentiality Statement

Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.

<input type="checkbox"/>	Law Enforcement	
<input type="checkbox"/>	Legal Professional	
<input type="checkbox"/>	Librarian / Information Specialist	
<input type="checkbox"/>	Licensure / Inspection / Regulatory Specialist	
<input type="checkbox"/>	Medical Examiner / Coroner	
<input type="checkbox"/>	Mental and Behavioral Health Professional	--Select--
<input type="checkbox"/>	Nurse	--Select--
<input type="checkbox"/>	Occupational Health and Safety Personnel	
<input type="checkbox"/>	Outreach / Field Worker	
<input type="checkbox"/>	Pharmacy Professional	--Select--
<input type="checkbox"/>	Physician	--Select--
<input type="checkbox"/>	Non-Physician Clinician	--Select--
<input type="checkbox"/>	Policy / Planner	
<input type="checkbox"/>	Program Specialist	
<input type="checkbox"/>	Public Health Official	
<input type="checkbox"/>	Public Relations / Media Specialist	
<input type="checkbox"/>	Researcher / Analyst	
<input checked="" type="checkbox"/>	Student	
<input type="checkbox"/>	Teacher / Faculty	
<input type="checkbox"/>	Volunteer	
<input checked="" type="checkbox"/>	Other (specify) _____	State Employee Required attribute.

Back Next

© PHF 2003-2009 - Confidentiality Statement

- On the resulting page, please select the 3 settings that best fit your work environment. Click "Next" when finished.

Kentucky Department for Public Health

Welcome Guest! | Login

**TRIN** Kentucky

Wednesday, August 12, 2009

Home Course Search Help Competencies About This Site

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

Work Settings	Value	
<input type="checkbox"/>	Academic / Educational Institution	--Select--
<input type="checkbox"/>	Official Public Health Agencies	--Select--
<input type="checkbox"/>	Military	
<input checked="" type="checkbox"/>	Other Government Agencies (except Military)	
<input type="checkbox"/>	Healthcare Services	--Select--
<input type="checkbox"/>	Indian Health Service	
<input type="checkbox"/>	Tribal Health Sites	
<input type="checkbox"/>	Non-Profit Organization (except Healthcare)	
<input type="checkbox"/>	Private Industry (except Healthcare)	
<input checked="" type="checkbox"/>	Other (specify) _____	

Back Next

© PHF 2003-2009 - Confidentiality Statement

Done Internet 100%

- On the resulting page, additional demographic information will be requested. This information is not required for registration. Click "Continue" to finish registering for TRAIN.

Kentucky Department for Public Health

Welcome Guest! | Login

# TRAIN Kentucky

PHF

Wednesday, August 12, 2009

Home Course Search Help Competencies About This Site

Please select appropriate demographic information (optional).

Demographic Information	Value
Education level (highest attained)	--Select--
Sex	--Select--
Ethnicity	--Select--
Race	--Select--
Birth Date	<input type="text"/> (Format MM/DD/YYYY)
Primary Language	--Select--
Secondary Language	--Select--

Back Next

© PHF 2003-2009 - Confidentiality Statement

- You are now free to enter the site. Note: Learner information can be edited at any time after registration under "My Account" of the My Learning Record. It is important to keep this information current.

Kentucky Department for Public Health

Welcome Guest! | Login

# TRAIN Kentucky

PHF

Wednesday, August 12, 2009

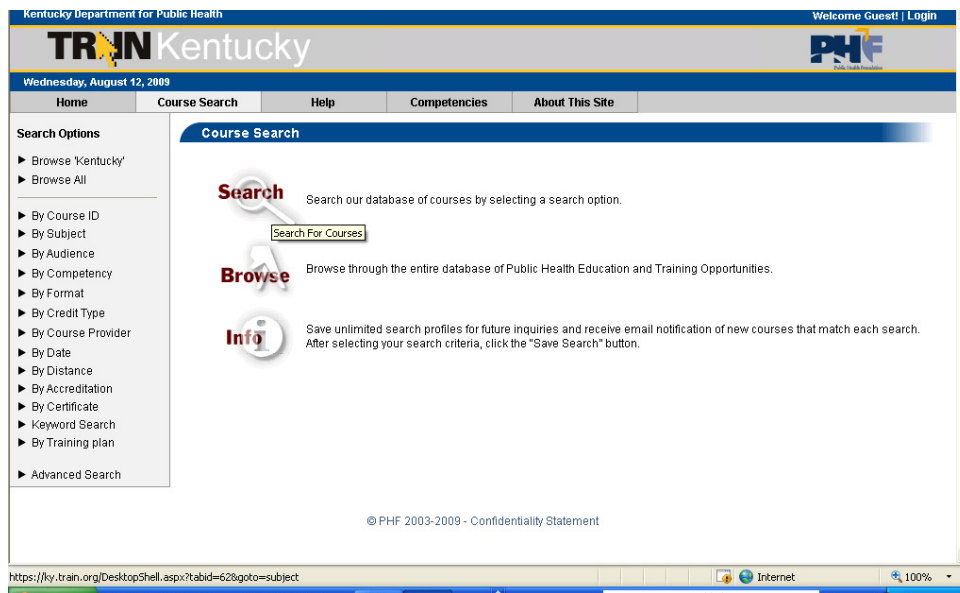
Home Course Search Help Competencies About This Site

Hello,  
Your NEW ACCOUNT has been created.  
Click on **Continue** button to register for your course.

Continue

© PHF 2003-2009 - Confidentiality Statement

- Click on the "Course Search" tab.



- Now, click on "By Course ID" in the left navigation column. You can type in the Course ID.



- Click the title of the course/offering.

Kentucky Department for Public Health

Welcome Timothy | Logoff

**TRIN**Kentucky

Wednesday, August 05, 2009

Home Course Search Discussion Boards Resources Help Competencies About This Site

**Search Options**

- Browse 'Kentucky'
- Browse All
- By Course ID
- By Subject
- By Audience
- By Competency
- By Format
- By Credit Type
- By Course Provider
- By Date
- By Distance
- By Accreditation
- By Certificate
- Keyword Search
- By Training plan
- Advanced Search
- Saved Search Criteria

**Course Search**

Search Parameters:  
By CourseID: 1017677

Search returned 1 courses

\$ = Fee associated with the course   \* = Credit is offered

To save the criteria for this search please click here: [Save Criteria](#)

Course ID	Title	Provider	Format	Rating
1017677	OSC-Basic Ethics for the KY Executive Branch - Module - 1017677	Personnel Cabinet	Web-based Training - Self-study	no reviews

To save the criteria for this search please click here: [Save Criteria](#)

© PHF 2003-2009 - Confidentiality Statement

- Click the Registration Tab.

Kentucky Department for Public Health

Welcome Timothy | Logoff

**TRIN**Kentucky

Wednesday, August 05, 2009

Home Course Search Discussion Boards Resources Help Competencies About This Site

**Course Details**

OSC-Basic Ethics for the KY Executive Branch - Module - 1017677 [Back](#)

Course Details Contacts Registration Reviews

**Course ID:** 1017677  
**Format:** Web-based Training - Self-study (Online)  
**Clinical / Non-Clinical:** Non Clinical  
**Course Number:**  
**Cost (US\$):** 0.00  
**Credit Type(s):** none  
**Certificate:** TRIN Certificate of Attendance

**Course Description:**

Welcome to the Executive Branch Ethics Commission's online training course. The purpose of this course is to familiarize you, an employee of the executive branch of state government, with the Executive Branch Code of Ethics (the "Ethics Code"). The Ethics Code was enacted by the state legislature in 1992 and is contained in Kentucky Revised Statutes Chapter 11A. The Ethics Code establishes the ethical standards that govern the conduct of all executive branch employees and was enacted to promote public confidence in the government of the Commonwealth and its employees. The Executive Branch Ethics Commission is an independent agency of the Commonwealth which has been given the responsibility of administering and enforcing the provisions of the Ethics Code.

We at the Executive Branch Ethics Commission hope that by taking this online course you will become familiar not only with the Ethics Code itself, but with the resources available to assist you in answering ethics questions that arise during the course of your employment. 10/10/09 The table is designed as

Done

Internet 100%

Kentucky Department for Public Health

Welcome Timothy | Logoff

# TRIN Kentucky

PHF

Wednesday, August 05, 2009

Home Course Search Discussion Boards Resources Help Competencies About This Site

## Course Details

### GSC-Basic Ethics for the KY Executive Branch - Module - 1017677

Back

Course Details Contacts Registration Reviews

**Registration Code:** \*

**Tip:** You are required to enter a pre-determined code to register for this course. If you have any questions contact the Course Provider.

To launch this course, please click on the 'Launch' button.  
Note that this course will be added to 'My Learning' after you click the button.

Launch

Back Find other courses like this

© PHF 2003-2009 - Confidentiality Statement

http://du.train.net/PacktonChall.aspx?tabid=4

- Click on the "Launch" button.
- Now you will start to view the content of your course. Good Luck.

# TO MARK COURSE AS COMPLETE AND PRINT YOUR CERTIFICATE

- After completion of course/offering return to your TRAIN account. Click on “Home” to get there.
- Click on “My Learning” under the “My Learning Link”.

**TRAIN Kentucky**

Monday, August 31, 2009

Home Course Search Discussion Boards Resources Help Competencies About This Site

**Spotlight**

- PUBLIC HEALTH ORIENTATION MODULE - 1008492 (To register and launch this module CLICK on the title.)
- DPH TRAINING LINK LIBRARY
- Public Health Foundation Website
- TRAIN Frequently Asked Questions

[Large Font Version](#)

**Announcements**

**CDC Podcasts on H1N1 Influenza Virus Now Available Through TRAIN**

- **Latest Podcast!** Novel H1N1 Flu - Creating a Safe and Healthy Workplace (6:37) (05/20/2009)
- H1N1 Message from the Acting Surgeon General (1:22) (05/13/2009)
- How to Prevent Getting and Spreading Novel H1N1 Flu (2:12) (05/11/2009)
- Crisis and Emergency Risk Communications: Countering Stigmatization (10:29) (05/06/2009)
- Mask and Respirator Usage (3:43) (05/06/2009)
- H1N1 Flu and Antiviral Drugs (3:26) (05/02/2009)
- H1N1 Influenza (Gripe porcina) (Swine Flu) (8:59) (04/30/2009)
- Symptoms of H1N1 (Swine Flu) (3:45) (04/27/2009)
- H1N1 (Swine Flu) (5:46) (04/25/2009)

Click here to view all available CDC podcasts on TRAIN

The Public Health Foundation is working with CDC to have future H1N1 Influenza virus courses/podcasts added to TRAIN as they become available. Announcements will be posted on TRAIN as new H1N1 Flu courses/podcasts are posted to TRAIN.

**KY TRAIN Item #1**  
If you need any TRAIN assistance contact the state TRAIN staff at:  
kytrainssupport@ky.gov  
or  
(502)564-4990 exts: 3639, 3575, 3630

**My Learning Record**

- My Learning
- My Training Plan
- Transcript
- Certificates
- Course Archive
- My Account

**Search By Course ID**

Course ID:

**Upcoming Events**

- Click on the  to the right of the course title that you have completed.

**My Learning**

**Tip:** Click on course title to access to course details.

**Tip:** Click on registration status to launch the course or to launch its Assessment/Evaluation

**Tip:** If you want to set a course as completed, archived, withdraw from a course or change credit type please click on 

**Tip:** If you want to add scheduled session to your personal calendar please click on 

Type	Name	Status	Manage
Online	GSC-Basic Ethics for the KY Executive Branch - Module - 1017677	In Progress	
Online	GSC-Fundamentals of Safety Module - 1018594	Completed, but an evaluation is pending	

[Back](#)

© PHF 2003-2009 - Confidentiality Statement

- Click “Evaluation “

Monday, August 31, 2009

Home Course Search Discussion Boards Resources Help Competencies About This Site

### Course Registration Management

OSC-Fundamentals of Safety Module - 1018594

**Registration Status:** Completed

This course is updated automatically therefore you cannot change its status.

If you know your grade please enter it here:

Points:

Percentage:  %

**You need to take an evaluation.**

To start evaluation click

© PHF 2003-2009 - Confidentiality Statement

- Click “Start Evaluation “ to complete it

OSC-Fundamentals of Safety Module - 1018594

Click 'Start Evaluation' button to start the evaluation.

(150)

- Return to the “Homepage”

Monday, August 31, 2009

Home Course Search Discussion Boards Resources Help Competencies About This Site

### Course Registration Management

OSC-Fundamentals of Safety Module - 1018594

**Registration Status:** Completed

This course is updated automatically therefore you cannot change its status.

If you know your grade please enter it here:

Points:

Percentage:  %

**You need to take an evaluation.**

To start evaluation click

© PHF 2003-2009 - Confidentiality Statement

- Click on the "Certificate" link

Monday, August 31, 2009

**Home** Course Search Discussion Boards Resources Help Competencies About This Site

**Spotlight**

► PUBLIC HEALTH ORIENTATION MODULE - 1008492 (To register and launch this module CLICK on the title.)

► DPH TRAINING LINK LIBRARY

► Public Health Foundation Website

► TRAIN Frequently Asked Questions

[Large Font Version](#)

**Announcements**

**CDC Podcasts on H1N1 Influenza Virus Now Available Through TRAIN**

- **Latest Podcast!** Novel H1N1 Flu - Creating a Safe and Healthy Workplace (6:37) (05/20/2009)
- H1N1 Message from the Acting Surgeon General (1:22) (05/13/2009)
- How to Prevent Getting and Spreading Novel H1N1 Flu (2:12) (05/11/2009)
- Crisis and Emergency Risk Communications: Countering Stigmatization (10:29) (05/06/2009)
- Mask and Respirator Usage (3:43) (05/06/2009)
- H1N1 Flu and Antiviral Drugs (3:26) (05/02/2009)
- H1N1 Influenza (Gripe porcina) (Swine Flu) (8:58) (04/30/2009)
- Symptoms of H1N1 (Swine Flu) (3:45) (04/27/2009)
- H1N1 (Swine Flu) (5:46) (04/25/2009)

[Click here to view all available CDC podcasts on TRAIN](#)

The Public Health Foundation is working with CDC to have future H1N1 Influenza virus courses/podcasts added to TRAIN as they become available. Announcements will be posted on TRAIN as new H1N1 Flu courses/podcasts are posted to TRAIN.

**My Learning Record**

- My Learning
- My Training Plan
- Transcript
- Certificates
- Course Archive
- My Account

**Search By Course ID**

Course ID:

**Upcoming Events**

**KY TRAIN Item #1**

If you need any TRAIN assistance contact the state TRAIN staff at:

kytrainsupport@ky.gov  
or  
(502)564-4990 exts: 3639, 3575, 3630

- Click on the title of the course and you may view/print the Certificate

Monday, August 31, 2009

**Home** Course Search Discussion Boards Resources Help Competencies About This Site

**Certificates**

Course	Registered	Completed	Format	Score	Credit	Certificates
GSC-Fundamentals of Safety Module - 1018594	8/6/2009	8/31/2009	Web-based Training - Self-study	N/A	Not Available	TRAIN Certificate of Attendance

© PHF 2003-2009 - Confidentiality Statement

- You may view/print the Certificate for yur records.

Monday, August 31, 2009

**Home** Course Search Discussion Boards Resources Help Competencies About This Site

**Certificates**

Course
GSC-Fundamentals of Safety Module - 1018594


**File Download**

Do you want to open or save this file?

Name: certificate.pdf  
Type: Adobe Acrobat Document  
From: ky.train.org

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

### **How to Withdraw from a Course**

- Login to T.R.A.I.N. and click on My Learning under the My Learning Folder.
- Click on the  beside of the course that you wish to withdraw, click "Withdraw", OK and Back.

For information about your login name, password, or the TRAIN LMS, contact Hardin Stevens @ 564-4990 X 3639 or by email: [hardin.stevens@ky.gov](mailto:hardin.stevens@ky.gov).